

**MAY RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 03/14

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TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

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SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
<b>Chapter A-100 Application Processing</b>  Table of Contents MTL 03/14 – (2) Page  Section A-110 - 133 MTL 03/14 – (5) Pages  Section A-145.3 MTL 03/14 – (2) Pages  Section A-170 – A-191.1 MTL 03/14 – (4) Pages	<b>Chapter A-100 Application Processing</b>  Table of Contents MTL 14/05 – (2) Page  Section A-110 - 133 MTL 14/05 – (5) Pages  Section A-145.3 MTL 14/05 – (2) Pages  Section A-170 – A-191.1 MTL 14/05 – (4) Pages
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<b>Chapter B-400 Special Households</b>  Section B-400 Table of Contents MTL 03/14 – (3) Pages  Section B-421.3 – 451.1 MTL 03/14 – (5) Pages  Section B-455 – 456.6 MTL 03/14 – (3) Pages	<b>Chapter B-400 Special Households</b>  Section B-400 Table of Contents MTL 14/02 – (3) Pages  Section B-421.3 – 451.1 MTL 14/02 – (5) Pages  Section B-455 – B-456.6 MTL 14/02 – (3) Pages
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Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates for March 1, 2014	Obsolete PT, P&P, PUT or IM
A-121.1	<b>Signature Validation</b> – a third bullet was added a Faxed or scanned “Application for Assistance”, meets the requirement of a valid signature. Removed all reference a Faxed TANK required an original signature.	
A-122	<b>Determining the Application Date</b> – This manual section applies to the TANF and SNAP programs. A change was made to the 3 <sup>rd</sup> paragraph by adding the words TANF and SNAP and removing the words “all programs”. In addition, the NOTE: was removed because interviews are discussed in other sections.	
A-124	<b>Registration of the Application</b> – A change was made to the last paragraph “If the household requests medical coverage during the interview, complete Form2110-EM, Medical Assistance Addendum”.	
A-125	<b>Withdrawal of Application</b> – “Administrative Closures” do not produce a Notice of Finding to household, a “Note” was added to this section stating “An Administrative Closure action is <b>only</b> allowed when an incorrect program application is registered in the system”.	
A-131	<b>Interviews</b> – For TANF side reworded the “Exception” paragraph “A telephone interview for initial TANF may <i>only</i> be conducted if it’s impossible for the household to come to the closest district office due to <i>unusual</i> circumstances. Unusual circumstances may include impassable roads, lack of available public/private transportation, remoteness/distance to the office, etc., as determined by the office manager. For the SNAP side, the 4 <sup>th</sup> paragraph was reworded to clarify “For 12 month certifications an interview must be completed at every recertification and 6 month certifications must be interviewed at every other recertification”. Removed the wording for waiving an interview because there is no exception	
A-134	<b>Rights and Responsibilities</b> – In the 2 <sup>nd</sup> bullet a hyphen was added between the words Child-Only. In the last bullet, the word “worker” was replaced with “case manager”.	
A-135	<b>Pending Information</b> – Reworded the first paragraph for clarity “During the interview evaluate if all required verification can be obtained by the case manager through an electronic source available to the agency or collateral contact sources. Households are responsible for furnishing verification or information to establish and maintain eligibility.	
A-144	<b>Late Determination/Date of Discovery</b> – Aligned the reference contents and changed the font.	
A-145.3	<b>Citizenship</b> – Changed the Note to lower case.	
A-171	<b>Applying Voluntary Quit</b> – minor correction to capitalization within parentheses.	
A-172	<b>Applying the Voluntary Quit Penalty</b> – For “Applicants”, the words “issuance cycle was replaced with benefit month” because the term is no longer used.	
A-180.2.1	<b>Determination of the SNAP Household Size for Expanded Categorical Eligibility</b> – Capitalized the word “Poverty”.	
A-182, A-191, A-191.1	<b>SNAP Categorical Eligibility Screening Test (Form 2162-EF), Joint TANF/SNAP Applications and SNAP Approval When Receipt of TANF is Uncertain</b> – Changed the sections content font size for consistency.	
Table of Contents	<b>TOC</b> – Removed highlighting.	
A-640.1.1	<b>A 30 Day History of Income Exists</b> – A change was made in the listing “Earned Income” that would be evaluated in the best estimate calculation. In the 2 <sup>nd</sup> bullet, “Change in average hours worked” was removed and replaced with “Change from full-time to part-time or part-time to full-time.	

<b>A-1622.1</b>	<b>Intake Case Processing with an Unresolved CSEP Non-Cooperation</b> – An “Exception” was added to this section if the caregiver’s previous cash case was terminated due to non-cooperation with CSEP, the new application cannot be approved until the non-compliance issue is resolved. If the caregiver fails or refuses to cooperate the application is denied. The “Exception” states “If the cash case was terminated due to the household’s non-cooperation of a child’s NCP(s) and the child is no longer in the household or no longer meets the definition of a “dependent child”, non-compliance is no longer an issue.	
<b>A-1622.4</b>	<b>Manual Process</b> – removed the “s” from the word collection and replaced the words “eligibility worker” with “case manager”.	
<b>B421.3.1</b>	<b>Income</b> – removed the word NOMADS and replaced it with “in the system”.	
<b>B-422</b>	<b>Members Disqualified Because of Intentional Program Violation (IPV), Noncompliance with the SNAP Employment and Training Program, Fleeing Felon or Drug Related Felon</b> – capitalized the words Intentional Program Violation.	
<b>B-422.5</b>	<b>Computer Entries for Intentional Program Violations (IPVs)</b> – Changed the manual section title to “System Entries for Intentional Program Violations (IPVs)”. Also changed the word “Computer” to “System”.	
<b>B-431</b>	<b>Definition of Elderly</b> – Corrected the SNAP elderly resource amount from \$3,000 to \$3,250.	
<b>B-432</b>	<b>Definition of Disabled</b> – Corrected the SNAP elderly resource amount from \$3,000 to \$3,250. In the 7 <sup>th</sup> bullet, capitalized Interim Assistance.	
<b>B-433</b>	<b>Special Provisions for Elderly or Disabled Households</b> – Corrected the SNAP resource amount from \$3,000 to \$3,250.	
<b>B-455</b>	<b>Homeless Households</b> – Removed from the title “See manual section A-141” because references within a section are no longer used.	
<b>B-455.2</b>	<b>Worker Responsibilities</b> – In item #4, semi-colons and the word “and” was added.	
<b>B-455.3</b>	<b>Meal Provider Responsibilities</b> – removed the extra bullet.	
<b>B-456</b>	<b>Homeless Youth</b> – This is a new manual reference. As result of a “Memorandum” from “Food and Nutrition Services (FNS)”, who provided policy clarifications to ensure Homeless Youth, can access SNAP benefits.	
<b>B-400 Table of Contents</b>	<b>TOC</b> – Added new manual reference B-456 “Homeless Youth”.	
<b>A-814.2.2</b>	<b>Gasoline for Transportation</b> – Added requirement of form 2750 for transportation requirement.	
<b>A-814.3</b>	<b>Transportation</b> – Updated section changing requirement of office manager approval of vehicle repairs to E & T and Social Work Supervisors.	
<b>A-814.7</b>	<b>Relocation Expenses for Employment</b> – Updated section changing requirement of office manager approval of relocation expenses to E & T and Social Work Supervisors.	
<b>A-816.1</b>	<b>Employment &amp; Training Status</b> – Updated wording use referring to: alien updated to undocumented non-citizen.	
<b>A-827</b>	<b>Employment &amp; Training Compliance</b> – Delete notation that client checks will go to TANF offices upon conciliation.	
<b>A-2020</b>	<b>DWSS Assessment</b> – Updated section making Assessment Summary (form #2576) optional and the Work History Assessment (form #2576) mandatory.	
<b>A-2050</b>	<b>Assessment Summary</b> – Updated section mandating Assessment findings be summarized in the OASIS narrative screen.	
<b>C-140</b>	<b>TANF Needs Standard</b> – Update the TANF Needs Standard Chart with the new 2014 Federal Poverty Level increases effective 4/1/14.	
<b>C-180.4</b>	<b>TANF Budgeting Steps</b> – Update the TANF budget with the new 2014 Federal Poverty Levels.	
<b>C-180.5</b>	<b>TANF Budgeting Steps</b> – Update the TANF budget with the new 2014 Federal Poverty Levels.	